

## Monthly FMD Webinar 3 – Exceptions Reports

### 1. Exceptions Reports (Fueling and Preventative Maintenance)

- a. Are you receiving these reports?
- b. Should receive these reports from ARI once a month in an email.
- c. Fuel Exceptions Report (Consist of 4 tabs)
  - i. First tab shows fuel purchases that are over tank capacity.
    - B. This could be because of incorrect tank capacity in ARI and should be investigated. If tank capacity is incorrect, let FMD know and we will update that accordingly.
    - C. Another reason for over tank capacity would be a driver filling up the car and extra gas cans or another car.
  - ii. Second tab shows multiple fuel purchases in one day.
    - B. One thing you want to look at here would be time of purchases compared to locations.
  - iii. Third tab shows premium fuel that was purchased.
  - iv. Fourth tab shows anything purchased on the Wex card that was not fuel.
    - B. EX: car wash at the pump
- d. Preventative Maintenance Exceptions Report
  - i. A list of vehicles that are overdue for routine maintenance based on miles or time.
  - ii. Should be used as a reference for AFCs to ensure that their agencies' vehicles are up to date on routine maintenance.
  - iii. Vehicle's that have gone 5,000 miles without routine maintenance.
  - iv. Or vehicle's that have gone 6 months without routine maintenance.

### 2. Change order for ARI contract (CMA, FLT21\*2)

- a. A change order was recommended by SAO to update the commodity lines for some of FMD's services.
- b. Once approved the commodity code for fueling will become 15100000 which is on commodity line 8 of the updated contract.
- c. Other commodity lines were added for telematics and defensive driving services.
- d. You may not be able to process ARI invoices until this change order goes final.

### 3. Update on Capitol Complex KIOSK System

[FMD's available services and the benefits of using FMD services](#)